

EXECUTIVE LIMITATIONS POLICY

October 7, 2025

Global Executive Limitations Policy

The Minister, as head of UUCDC staff, is responsible for working within the limits of these Executive Limitations.

The Minister shall not knowingly cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, or in violation of UUMA professional ethics and practices.

Treatment of Congregants

With respect to the treatment of UUCDC congregants, the Minister shall not knowingly cause or allow conditions, procedures, or decisions that are disrespectful, unsafe, or unprofessional.

Treatment of Staff

With respect to the treatment of paid and volunteer staff, the Minister shall foster conditions that are fair, equitable, productive, and anti-oppressive. The Minister shall:

- Operate with written personnel procedures that
 - clarify rules and duties for staff,
 - provide for effective handling of grievances and terminations, and
 - protect against wrongful conditions, which may include, but are not limited to, nepotism and preferential treatment for personal reasons.
- Ensure that staff receive training on written personnel procedures.
- Not discriminate, harass, or retaliate against any staff member.
- Ensure the staff receive training to be prepared to deal with emergency situations.
- Annually evaluate job performance of staff directly or by designation, and hold staff accountable for adequate performance of assigned duties and appropriate conduct.
- Advocate for staff salaries and benefits that strive to meet UUA guidelines where they apply and to the extent Congregational resources permit.

Emergency Minister Succession

To protect UUCDC from sudden loss of executive services, the Minister shall ensure that appropriate teams, committees, and the Board are sufficiently familiar with Board and Minister issues and processes to act with reasonable proficiency.

Compensation and Benefits

With respect to employment, compensation, and benefits for employees, consultants, and contract workers, the Minister shall not knowingly cause or allow jeopardy to financial integrity or public image. The Minister shall not:

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- Promise or imply permanent or guaranteed employment.
- Create obligations over a longer term than revenues can be safely projected, or that would result in losses in revenue.

Financial Activities

The Minister shall not knowingly cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the Board's priorities, risk financial jeopardy, or fail to consider the church's future in financial planning. The Minister shall adhere to all Safe Congregations financial policies.

- With respect to the actual, ongoing financial conditions and activities, the Minister shall not knowingly cause or allow the development of financial jeopardy or material deviation of actual expenditures from Board priorities. The Minister shall not accept or use gifts of money or property except as provided in gift acceptance and disposition policies adopted by the Board.

Asset Protection

The Minister shall not knowingly cause or allow church assets to be unprotected, inadequately maintained, or unnecessarily risked. The Minister shall not:

- Fail to recommend to the Board adequate and prudent insurance protection against theft, casualty losses, and liability losses to Board members, volunteers, staff, and the organization itself. Final determination of adequate and prudent insurance is the responsibility of the Board, which shall review insurance coverage at least annually.
- Risk the nonprofit status of the organization.
- Fail to abide by policies and procedures regarding the safe and appropriate use of UUCDC facilities, equipment, and services.
- Allow the use of UUCDC facilities by individuals or groups that are implicitly or explicitly discriminatory or that use the facilities in other ways inconsistent with Unitarian Universalist and UUCDC principles.
- Make any purchase or enter into any grant or contract arrangement on behalf of the Congregation that fails to realize the production of Board goals or that involves unacceptable means. Accordingly, the Minister or the Minister's express designees shall :
 - Obtain Board approval for any contract for which specific funds to pay the contract are not allocated in the approved operating budget.
 - Inform the Board with sufficient prior notice of any plan or decision to solicit or terminate a grant or contract that shall have a significant impact on programs.
 - Administer a grant or contract in a businesslike manner that shall avoid favoritism or nepotism, or the appearance thereof.
 - Protect confidential information and files from unauthorized disclosure, loss or significant damage.

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- Not compromise the independence of the Board's audit or other external monitoring or advice, such as by engaging parties already chosen by the Board as consultants or advisers.
- Not accept any gift with restrictions that are contrary to UUCDC policies or Executive Limitations policy.
- Not endanger UUCDC's public image, its credibility, or its ability to accomplish its mission and vision.

Communication and Support to the Board

The Minister shall support and inform the Board in its work. The Minister shall:

- Submit monitoring data timely and accurately.
- Inform the Board of any actual or anticipated noncompliance with any Executive Limitations Policy.
- Inform the Board of significant changes in, deletions of, or additions to Executive, Administrative and Team policies and charters.
- Inform the Board of any significant incidental information it requires including anticipated media coverage, threatened or impending legal issues, claims or lawsuits, and material internal and external changes.
- Advise the Board, if in the Minister's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of Board behavior that is detrimental to the work relationship between the Board and the Minister.
- Not favor or privilege certain Board members over others except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
- Submit to the Board consent agenda items delegated to the Minister yet required by law, regulation, corporate charter or bylaws, contract, or other binding obligation to be Board-approved, along with applicable monitoring information.
- Oversee the timely creation of an annual budget that is consistent with Board policies on financial conditions and activities.
- Inform the Board of significant personnel issues, including but not limited to hiring, firing, disciplinary actions, and significant changes in staff duties.

Strategic Planning [DRAFT]

The Board will complete this section once Strategic Planning has been completed.

~~With respect to ensuring a coherent and unified process for honoring the mission of UUCDC and the Board goals that guide the implementation of priorities, the Minister may not cause or allow conditions that distract or divert effort and resources that would jeopardize agreed upon goals.~~

~~Accordingly, the Minister may not:~~

- ~~● Fail to prepare and implement a Board-approved Strategic Plan having a three-to-five year horizon that provides a vision for accomplishing significant progress toward Board goals and priorities.~~

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- ~~Make interim adjustments to the Plan without the approval of the Board of Trustees.~~
- ~~Fail to formally reassess and revise the Strategic Plan at the end of a five-year period or when developments and conditions might dictate an earlier review that is comprehensive in scope, inclusive of the membership, and gives due cognizance to internal and external trends.~~
- ~~Fail to provide a summative report (written or verbal) to the Board of Trustees on a semi annual basis (Fall and Winter) about overall progress and accomplishments and projected activities and programs that provide a context for future monthly reports.~~

Adoption of the Policy

This policy by vote of the board is hereby adopted.

UUCDC by _____
[Name of Congregation] Marilyn Huff
Board President

and _____
John Davies
Board Vice President

Dated this 7 day of October, 2025.